



DEPARTMENT OF GENERAL SERVICES
Executive Office

May 14, 2004

All Agency Secretaries
All Department Directors

On May 11, 2004, the Governor issued Executive Order S-10-04, which promotes proactive real property asset management for the State of California. To accomplish this goal, it is imperative that all real property records be current, accurate and complete, including leases and any surplus properties. The Executive Order is attached for your reference.

We are requesting that all agencies immediately review and verify all real property data and report to the Department of General Services (DGS) no later than **June 1, 2004**. The reporting should be made for all state-owned properties, as well as all leased properties.

On March 5, 2004, DGS sent a memo to each state agency along with a compact disc (cd) that contained all real property and structure data that is currently included in the Statewide Property Inventory (SPI). Each state agency was asked to complete their annual verification of data, and submit any changes, additions, or deletions by June 30, 2004. Many agencies have already responded to our request; however, to meet the goals of EO S-10-04, it is imperative that all agencies re-review their data to ensure compliance with EO S-10-04 and submit to us no later than **June 1, 2004**.

Please note that EO S-10-04 now requires that leases be reviewed and verified by the agency. Additionally, any leases negotiated by an agency must be reported to the SPI to verify lease data. The requirement is new to the SPI process. To assist the agencies in verifying these leases, a report listing the current DGS managed leases and instructions for reporting any additional leases not listed will be mailed under a separate cover to SPI contacts for your agency.

If you have any questions or need further assistance, please contact Joe White at (916) 375-4056 or CALNET 480-4056 or Gina Smith at (916) 375-4052 or CALNET 480-4052.

Sincerely,

Ron Joseph, Interim Director
Department of General Services

Attachment